

4 NOV 1980

SEP 15 1980

MEMORANDUM FOR: Deputy to DCI for Resource Management  
Deputy to DCI for Collection Tasking  
General Counsel  
Director of Personnel Policy, Planning, and Management  
Director of Public Affairs  
Director of Communications  
Director of Data Processing  
Director of Logistics  
Chief, Classification Review Division, OIS  
Chief, Information and Privacy Division, OIS  
Chief, Records Management Division, OIS  
Records Management Officer, NFAC

FROM: Thomas H. White  
Director of Information Services, DDA

SUBJECT: Information Security Oversight Office Symposium

REFERENCE: Multiple Addressee Memo dated 22 October 1980 from  
Acting DIS; Same Subject

1. Forwarded herewith is an information package (map, information sheet, transportation schedule) for the Information Security Oversight Office (ISOO) Symposium to be held 19 and 20 November 1980. Also attached is a list of your personnel planning to attend and an information package for each of those individuals.

STATINTL

2. If you have any questions regarding the Symposium, please call [REDACTED] OIS Training Officer, 1206 Ames, [REDACTED] [REDACTED] will register Agency attendees and act as liaison with the ISOO staff.

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STATINTL

/s/ Thomas H. White

Thomas H. White

Attachments:

- A. Info Package for Addressees
- B. Info Package for Attendees

STATINTL

Approved For Release 2001/11/08 : CIA-RDP83T00573R000200230011-6

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INFORMATION SHEET FOR  
ATTENDEES TO ISCO SYMPOSIUMS

MEETING NUMBER ONE

DATE: Wednesday, November 19, 1980

TIME: 9:00 a.m. to 4:00 p.m.

LOCATION: Department of The Interior, Main Building  
C Street, N. W. (Between 18th and 19th Streets)  
Washington, D. C.

REGISTRATION: The auditorium is located on the right side of the main entrance (center of the building on C Street). Registration booths will be located near the entrance to the auditorium.

MEETING NUMBER TWO

DATE: Thursday, November 20, 1980

TIME: 9:00 a.m. to 12:00 p.m.

LOCATION: General Services Administration (first floor)  
F Street, N. W. (Between 18th and 19th Streets)  
Washington, D. C.

REGISTRATION: The auditorium is located in the center of the building on the F Street side. You may enter from the center of the building, or the 18th and 19th Street side on F Street. Registration booths will be located near the entrance to the auditorium.

EMERGENCY TELEPHONE NUMBER WHILE ATTENDING THE SYMPOSIUMS: (202) 633-6880

(A Government phone and public phones are available for outside calls).

FOOD: GSI cafeterias are located in both building.  
Non-government eating places are indicated on the map.

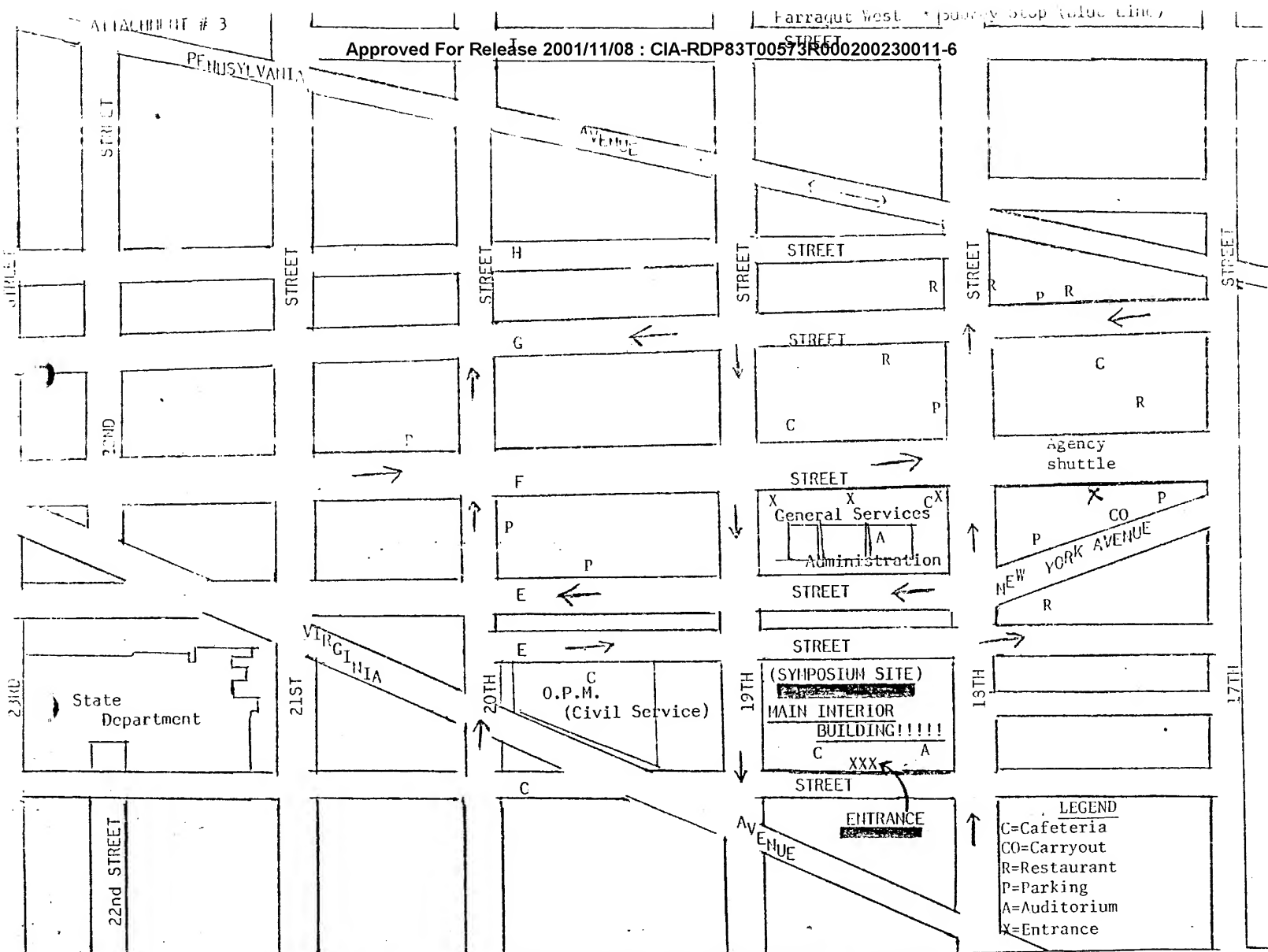
PARKING: Refer to attached map.

ISCO TELEPHONE NUMBER: (202) 633-6880 - Harold Mason

IDENTIFICATION: None required

TRANSPORTATION: Subway - Blue Line; Faragut West Station;  
Depart 18th Street exit.

FEE: None required



TRANSPORTATION SCHEDULE

FOR ISOO SYMPOSIUM

19 and 20 November

1. A bus will leave the Headquarters compound at 0745 hours, 19 November; pick up point is in front of the Agency Auditorium. The bus will transport the symposium participants to the main auditorium of the Department of Interior, located on C Street, N.W., between 18th and 19th Streets, Washington, D.C.
2. A bus will pick up the symposium participants at 1615 hours, 19 November in front of the main auditorium of the Department of Interior on C Street, N.W., and return to the Headquarters compound.
3. A bus will leave the Headquarters compound at 0815 hours, 20 November; pick up point is the front of the Agency Auditorium. The bus will transport symposium participants to the General Services Administration auditorium, F Street, N.W., between 18th and 19th Streets, Washington, D.C.
4. There will be NO bus for the return trip to Headquarters after the symposium on the 20th. Attendees, however, can return on the Agency shuttle which leaves from the front of the Community Headquarters Building (see map). A shuttle schedule is attached.

## AGENCY SHUTTLE BUS SCHEDULE

EFFECTIVE 29 September 1989

| Rte. | Hwy.  | Rosslyn<br>Ames<br>Key <sup>b</sup> | East<br>State | CHB<br>FOB | CoC   | Pentagon<br>C Corridor<br>Exit | Rosslyn<br>Ames<br>Key <sup>b</sup> | NPIC <sup>c</sup> | McLean<br>Office<br>Centre <sup>d</sup> | Tyler | Jefferson | Pape  | Jefferson | Tyler | McLean<br>Office<br>Centre <sup>d</sup> | Rosslyn<br>Ames<br>Key <sup>b</sup> | Hwy.  |
|------|-------|-------------------------------------|---------------|------------|-------|--------------------------------|-------------------------------------|-------------------|---|-------|-----------|-------|-----------|-------|---|-------------------------------------|-------|
| 1    | 7:30  | 7:51                                |               |            |       |                                |                                     |                   |   |       |           |       |           |       |   |                                     |       |
| 4    | 7:30  |                                     |               |            | 8:00  |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 8:30  |
| 5    | 7:30  |                                     |               |            | 8:10  | 8:30                           |                                     |                   |   |       |           |       |           |       |   |                                     | 8:25  |
| 1    | 7:45  | 8:08                                | 8:18          | 8:20       |       |                                | 8:28                                |                   |   |       |           |       |           |       |   |                                     | 9:00  |
| 1    | 8:00  | 8:23                                | 8:33          | 8:35       | 8:41  |                                | 8:47                                |                   |   |       |           |       |           |       |   |                                     | 8:55  |
| 4    | 8:00  |                                     |               |            | 8:30  |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 9:07  |
| 1    | 8:00  |                                     |               |            |       |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 8:55  |
| 4    | 8:20  |                                     |               |            | 8:50  |                                |                                     |                   |   | 8:12  | 8:12      | 8:30  | 8:45      | 8:50  |   |                                     | 9:05  |
| 2    | 8:40  | 8:51                                |               |            |       | 9:01                           | 9:06                                |                   |   |       |           |       |           |       |   |                                     | 9:25  |
| 3    | 8:40  |                                     |               |            |       |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 9:12  |
| 1    | 9:00  | 9:14                                | 9:22          | 9:24       | 9:30  |                                | 9:36                                |                   |   | 8:42  | 8:42      | 9:00  | 9:08      | 9:10  |   |                                     | 9:26  |
| 4    | 9:00  |                                     |               |            | 9:30  |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 9:52  |
| 6    | 9:15  | 9:30                                |               |            |       |                                |                                     | 9:37              |   |       |           |       |           |       |   |                                     | 9:55  |
| 2    | 9:20  | 9:34                                |               |            |       | 9:43                           | 9:47                                |                   |   |       |           |       |           |       |   | 10:06                               | 10:25 |
| 4    | 9:30  |                                     |               |            | 10:00 |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 10:07 |
| 3    | 9:30  |                                     |               |            |       |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 10:25 |
| 1    | 9:40  | 9:54                                | 10:02         | 10:04      | 10:10 |                                | 10:16                               |                   | 9:15                                    | 9:42  | 9:47      | 10:00 | 10:08     | 10:13 | 10:18                                   |                                     | 10:25 |
| 1    | 10:00 | 10:14                               |               |            |       | 10:22                          | 10:27                               |                   |   |       |           |       |           |       |   |                                     | 10:30 |
| 1    | 10:20 | 10:34                               | 10:42         | 10:44      | 10:50 |                                | 10:56                               |                   |   |       |           |       |           |       |   |                                     | 10:43 |
| 3    | 10:30 |                                     |               |            |       |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 11:10 |
| 4    | 10:30 |                                     |               |            | 11:00 |                                |                                     |                   | 10:15                                   | 10:42 | 10:47     | 11:00 | 11:08     | 11:13 | 11:18                                   |                                     | 11:25 |
| 6    | 10:35 | 10:50                               |               |            |       |                                |                                     | 11:09             |   |       |           |       |           |       |   |                                     | 11:25 |
| 2    | 10:40 | 10:45                               |               |            |       | 11:02                          | 11:07                               |                   |   |       |           |       |           |       |   | 11:26                               | 11:45 |
| 1    | 11:00 | 11:14                               | 11:22         | 11:24      | 11:30 |                                | 11:36                               |                   |   |       |           |       |           |       |   |                                     | 11:24 |
| 2    | 11:20 | 11:34                               |               |            |       | 11:42                          | 11:47                               |                   |   |       |           |       |           |       |   |                                     | 11:52 |
| 3    | 11:30 |                                     |               |            |       |                                |                                     |                   | 11:35                                   | 11:42 | 11:47     | 12:00 | 12:08     | 12:13 | 12:18                                   |                                     | 12:43 |
| 4    |       |                                     |               |            | 12:00 |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 12:55 |
| 1    | 11:40 | 11:45                               | 12:02         | 12:04      | 12:10 |                                | 12:16                               |                   |   |       |           |       |           |       |   |                                     | 12:25 |
| 2    | 12:00 | 12:14                               |               |            |       | 12:22                          | 12:27                               |                   |   |       |           |       |           |       |   |                                     | 12:40 |
| 1    | 12:20 | 12:34                               | 12:42         | 12:44      | 12:50 |                                | 12:56                               |                   |   |       |           |       |           |       |   |                                     | 12:43 |
| 6    | 12:25 | 12:40                               |               |            |       |                                |                                     | 12:57             |   |       |           |       |           |       |   |                                     | 1:13  |
| 3    | 12:30 |                                     |               |            |       |                                |                                     |                   | 12:15                                   | 12:42 | 12:47     | 1:00  | 1:08      | 1:13  | 1:18                                    |                                     | 1:25  |
| 4    | 12:30 |                                     |               |            | 1:00  |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 1:25  |
| 2    | 12:40 | 12:54                               |               |            |       | 1:07                           | 1:07                                |                   |   |       |           |       |           |       |   |                                     | 1:27  |
| 1    | 1:00  | 1:14                                | 1:22          | 1:24       | 1:30  |                                | 1:36                                |                   |   |       |           |       |           |       |   |                                     | 1:32  |
| 2    | 1:20  | 1:34                                |               |            |       | 1:42                           | 1:47                                |                   |   |       |           |       |           |       |   |                                     | 1:52  |
| 3    | 1:30  |                                     |               |            |       |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 2:07  |
| 4    | 1:30  |                                     |               |            | 2:00  |                                |                                     |                   | 1:45                                    | 1:57  | 2:00      | 2:08  | 2:13      |       |   |                                     | 2:25  |
| 1    | 1:40  | 1:54                                | 2:02          | 2:04       | 2:10  |                                | 2:16                                |                   |   |       |           |       |           |       |   |                                     | 2:25  |
| 6    | 1:40  | 1:55                                |               |            |       |                                |                                     | 2:12              |   |       |           |       |           |       |   |                                     | 2:30  |
| 2    | 2:00  | 2:14                                |               |            |       | 2:22                           | 2:27                                |                   |   |       |           |       |           |       |   | 2:31                                | 2:50  |
| 1    | 2:20  | 2:34                                | 2:42          | 2:44       | 2:50  |                                | 2:56                                |                   |   |       |           |       |           |       |   |                                     | 2:43  |
| 3    | 2:30  |                                     |               |            |       |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 3:10  |
| 4    | 2:30  |                                     |               |            | 3:00  |                                |                                     |                   | 2:35                                    | 2:42  | 2:47      | 3:00  | 3:08      | 3:13  | 3:18                                    |                                     | 3:25  |
| 2    | 2:40  | 2:54                                |               |            |       | 3:05                           | 3:07                                |                   |   |       |           |       |           |       |   |                                     | 3:25  |
| 1    | 3:00  | 3:14                                | 3:22          | 3:24       | 3:30  |                                | 3:36                                |                   |   |       |           |       |           |       |   |                                     | 3:27  |
| 2    | 3:20  | 3:34                                |               |            |       | 3:42                           | 3:47                                |                   |   |       |           |       |           |       |   |                                     | 3:52  |
| 3    | 3:30  |                                     |               |            |       |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 4:03  |
| 4    | 3:30  |                                     |               |            | 4:00  |                                |                                     |                   | 3:45                                    | 3:47  | 3:47      | 4:00  | 4:08      | 4:13  | 4:18                                    |                                     | 4:25  |
| 1    | 3:40  | 3:54                                | 4:02          | 4:04       | 4:10  |                                | 4:16                                |                   |   |       |           |       |           |       |   |                                     | 4:25  |
| 2    | 4:00  | 4:14                                |               |            |       | 4:22                           | 4:27                                |                   |   |       |           |       |           |       |   |                                     | 4:40  |
| 4    | 4:05  |                                     |               |            | 4:35  |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 4:43  |
| 1    | 4:20  | 4:34                                | 4:42          | 4:44       | 4:50  |                                | 5:05                                |                   |   |       |           |       |           |       |   |                                     | 5:05  |
| 3    | 4:30  |                                     |               |            |       |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 5:30  |
| 4    | 4:30  |                                     |               |            | 5:05  |                                |                                     |                   | 4:42                                    | 4:47  | 4:47      | 5:00  | 5:08      | 5:13  |   |                                     | 5:25  |
| 2    | 4:40  | 5:00                                |               |            |       | 5:07                           | 5:15                                |                   |   |       |           |       |           |       |   |                                     | 5:35  |
| 3    | 5:00  |                                     |               |            |       |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 5:40  |
| 5    | 5:00  |                                     |               |            | 5:30  |                                |                                     |                   | 5:17                                    | 5:20  | 5:20      | 5:30  | 5:38      |       |   |                                     | 6:10  |
| 1    | 5:15  | 5:30                                |               |            |       |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 6:10  |
|      |       |                                     |               |            |       |                                |                                     |                   |   |       |           |       |           |       |   |                                     | 6:00  |

NOTE: \* Leaves P&amp;PD Building 1 minute earlier (Routes 1, 2, and 5 only)

\* Arrive 1 minute for Key Building

\* Departs for return trip 2 minutes later

\* Effective 1 November 1989

\* Stop at P&amp;PD Building 1 minute earlier (Routes 1, 2, and 5 only)

Agency transportation will be used only in the actual performance of official duties. Transportation will not be used to travel between locations for the purpose of conducting any personal business. Transportation will not be used by personnel over all or any part of the route between their homes and places of employment except those specific cases authorized by law. The law provides that any officer or employee of the Government who willfully uses or authorizes the use of a Government vehicle for other than official purposes may be suspended from duty without compensation for not less than one month and may be suspended for a longer period or permanently removed from office if circumstances warrant.

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